



Mandatory Training for All County Managers and Supervisors

Montgomery County is committed to providing a workplace that promotes fairness, equity and safety for all employees. We also have a responsibility to comply with federal, state and County laws. To ensure managers and employees are in compliance with federal, state and County laws, we provide mandatory training for all employees. It is the responsibility of managers and supervisors to ensure that all mandatory training is completed within the specified timeframe and/or is completed on a continuing basis, as required.

If you have questions about mandatory training, visit www.montgomerycountymd.gov/hr/careerdevelopment/mandatorytraining.html or contact OLM.Admin@montgomerycountymd.gov or 240-777-5116.

Mandatory Training for All County Managers and Supervisors

Preventing Workplace Harassment (formerly Preventing Sexual Harassment)

Audience: All Employees including managers and supervisors, contractors and volunteers.

Timeframe: This course must be completed within the first three months of employment or promotion.

Refresher: Every three years.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors** | **Community Partners**

Americans with Disabilities Act (ADA) as Amended: Employment Law

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Don't Let It Happen to You – Workplace Violence

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

EEO/Diversity Management

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: Every three years.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Ensuring Accountability in Timekeeping: Managers and Supervisors

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: Every five years.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Information Security Awareness Training Program (ISATP)

Audience: All Employees including managers and supervisors, contractors, interns, volunteers, and business partners.

Timeframe: Trainees are automatically enrolled through Oracle Learning Management (OLM) on the first of each month and must complete the electronic learning training modules by the 15th of each month. New hires after the first are not automatically enrolled in the class that is already in progress. However, if they choose to, they can self-enroll in Employee Self-Service (ESS), keyword search: Security Awareness. Reminder email will be sent on the 15th of each month to all who have not completed the training as of the 15th.

Refresher: Monthly

Enroll: Access the training via Employee Self-Service (ESS), search for *Information Security Awareness – Managers/Supervisors*

Introduction to Managing in a Union Environment (formerly Basic Labor/Employee Relations for Supervisors)

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Overview of Contract Administration

Audience: Management Leadership Service (MLS) who have not previously completed the County's previous multi-day Contract Administration Program series.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Planning for Excellence: Performance Management Basics

Audience: All County managers and supervisors.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Select a Course: Substance Abuse CDL: DOT Supervisor or Drug-Free Workplace for Non-DOT Supervisors

Audience: All County managers and supervisors of Commercial Driver's License (CDL) holders.

Timeframe: This course must be completed within the first year of employment or promotion.

Refresher: Every year.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Mandatory Training for Specific County Managers and Supervisors

Americans with Disabilities Act (ADA) Title II: Local Government 2016 CBT Class

Audience: Employees, supervisors, and managers who interact with the public and have been identified by their department.

Timeframe: This course must be completed within the first three months of employment.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Ethics Training for Public Financial Disclosure Filers

Audience: Executive branch personnel who are required to file a Public Financial Disclosure Statement.

Timeframe: Once every three years. Persons required to take training will be individually notified by the Ethics Commission. New executive branch public financial disclosure filers (whether hired into or transferred into a filing position) must complete the training within six months of becoming a public filer.

Refresher: Every three years.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers/Supervisors**

Interviewing and Selecting Employees

Audience: Members of interview panels and hiring managers.

Timeframe: This course must be completed prior to participating on a rating or interview panel or acting as a hiring manager.

Refresher: None required.

Enroll: Online enrollment available via Oracle Learning Management (OLM) – **Managers**